



User Guide for www.safe-move.co.uk

If you have any questions then please do not hesitate to contact us on 0800 1 385 385

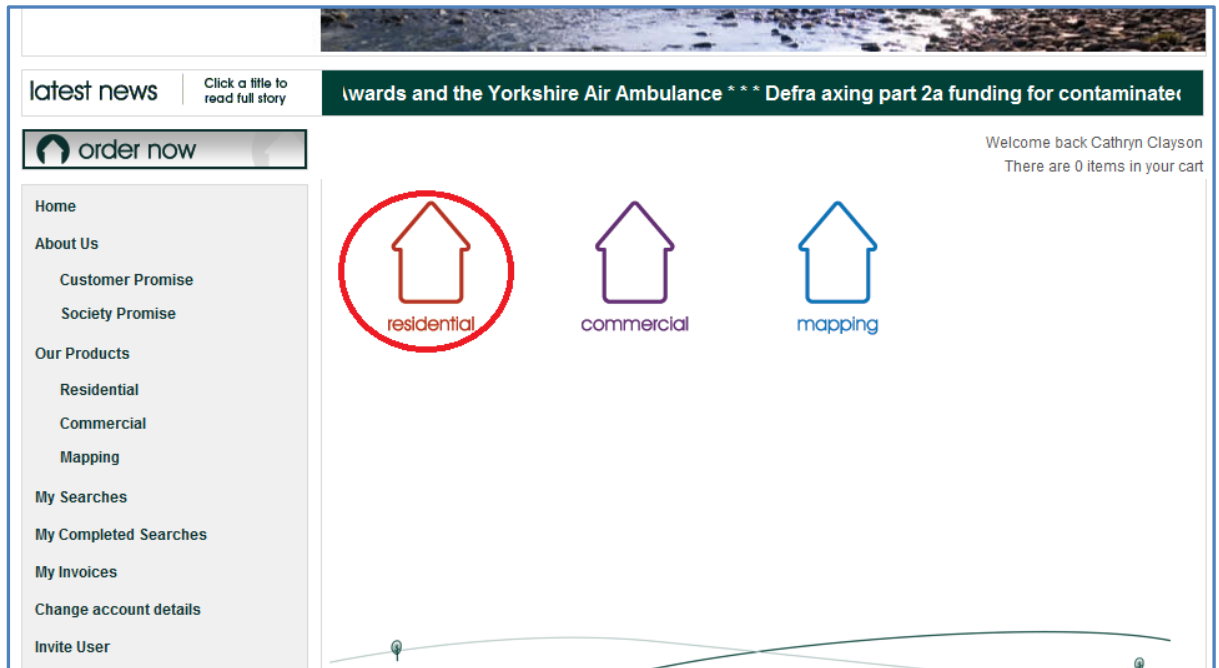
1. Go to www.safe-move.co.uk
2. Click Log In on the menu on the left hand side

The screenshot shows the homepage of the Safe-Move website. On the left, a navigation menu lists various links, with 'Login' highlighted by a red circle. The main content area features a 'Welcome to Safe-Move' header, three house-shaped icons representing 'residential', 'commercial', and 'mapping' services, and several paragraphs of text describing the company's services. On the right, there are two sections: 'Latest News' with a recent article about awards, and 'Contact Information' providing details for registration queries and site problems.

3. Enter your email address and password to log in

This screenshot displays the 'Client Login Zone' of the website. It features a login form with two input fields labeled 'Email Address' and 'Password', followed by a 'Login' button. Below the button are links for 'Account Registration' and 'Forgotten Password?'. The left navigation menu is visible, and the bottom right corner includes a 'Norton SECURED' logo with the text 'powered by Symantec' and a link to 'About SSL Certificates'.

4. To order residential searches, click on the red, residential. If you want to order commercial searches, click on the purple commercial icon and for mapping products the blue mapping icon.



5. Enter the property postcode and press Click to Find. Select the correct property details and enter Your Ref No. Click Next.

Residential Search

Postcode

Property Name:

Premises Name:

Property No:

Street:

District:

Town:

County:

Occupant/Business:

Local Authority Region:

Local Authority:

Water Company:

If you wish to order an EPC please tick the box below and fill in the required information.

EPC ☐

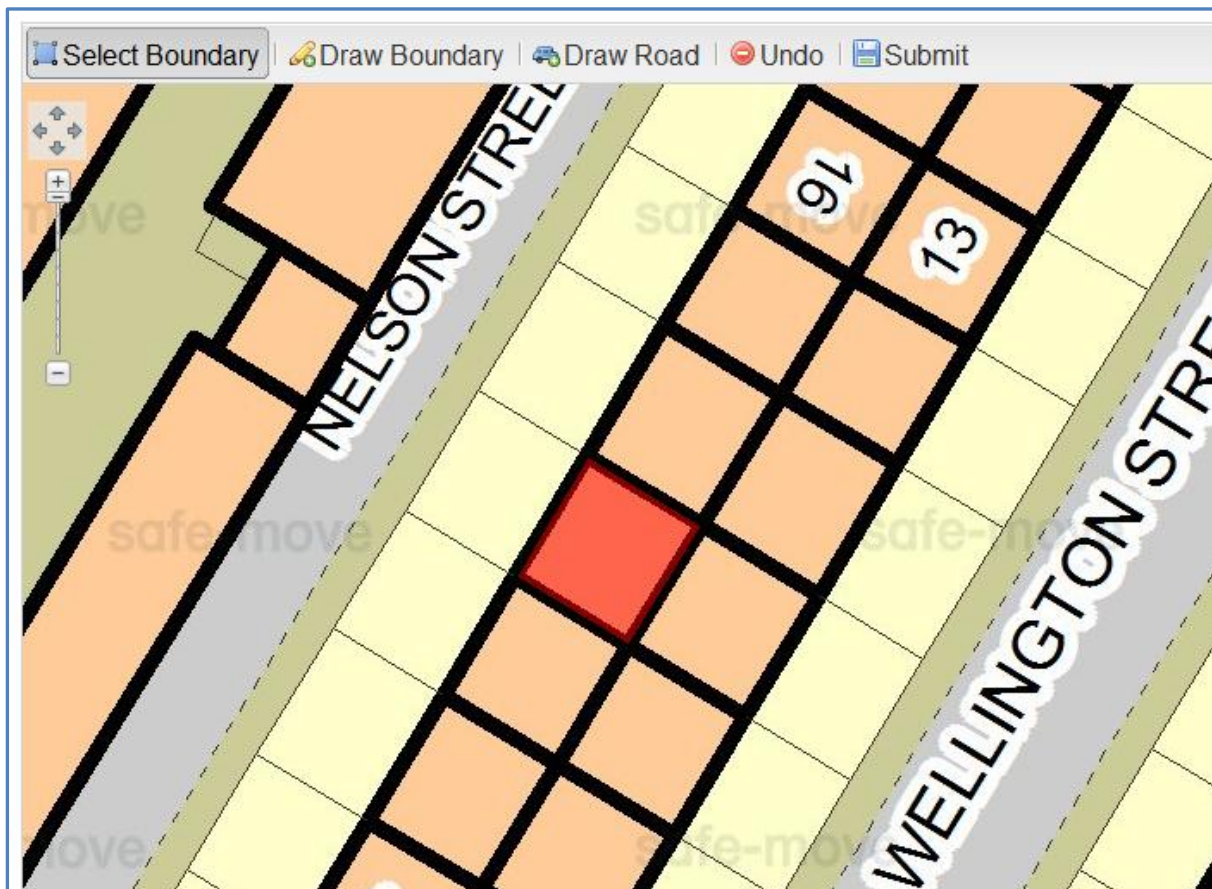
Please complete the details below if the property is less than 5 years old


Developer Name:

Site Name/Phase:


Your Ref No:

6. On the following page, an image of the property will be shown with the main dwelling highlighted as below.

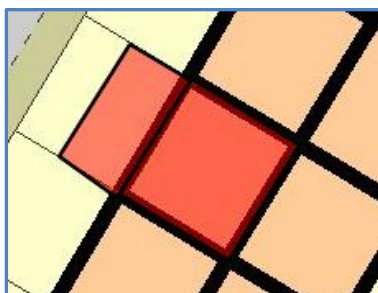


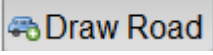
7. If the boundary highlighted is correct then just click  Submit at the top. If you need to add to the boundary then proceed as follows :-


- To add the front yard/garden in the above example then just click once on that area and it will highlight it like the building.
- If, for some reason, you only wanted to highlight part of the area then click

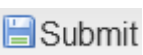
 Draw Boundary

Click once to start drawing the area you require and continue clicking as necessary. When you are ready to join up the points, hover your mouse over the first point you made and the curser will change to a hand. Click on the first point and the drawn area will highlight like the building.

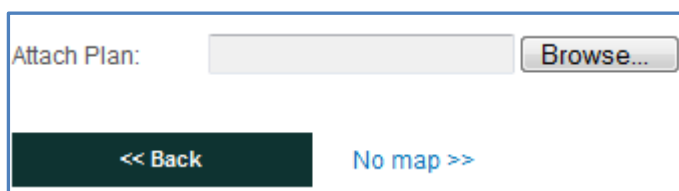


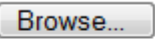
- c) If you wish to highlight a road for an LA enquiry then click  and select an area of the road as per the process in b). You can highlight several roads, if needed, although you may need to navigate around the map first to locate them using the Google style tools in the top left hand corner. There is no need to identify any roads in the 'Special Comments' box later in the process if all the roads are identified at this point.

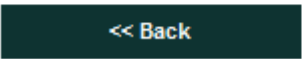
At any time, if you make a mistake, this can be corrected by the  button. If you are in the process of drawing an area the button will undo the last action. If you have completed the area then the button will remove it completely.

After carrying out a), b) or c) click  to continue

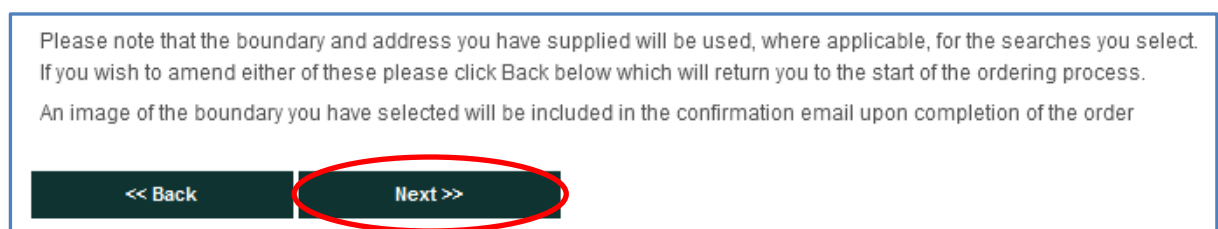
If you don't want to identify the boundary, and therefore **not** receive the £2.40 discount then either upload a plan or click No map, to continue.



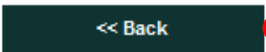
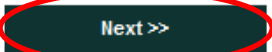
Attach Plan: 

 [No map >>](#)

8. On the next page you have the opportunity to correct what you've done, e.g., if you think you've identified an incorrect boundary or inputted a wrong address.



Please note that the boundary and address you have supplied will be used, where applicable, for the searches you select. If you wish to amend either of these please click Back below which will return you to the start of the ordering process. An image of the boundary you have selected will be included in the confirmation email upon completion of the order

If the property boundary is correct click Next.

9. The next page allows you to select the products you wish to order. Then click Next.

All Products

- ▼ Drainage and water
 - ☒ Drainage & Water
- ▼ Environmental
 - ▶ Argyll environmental
 - ▶ Groundsure environmental
 - ▶ Landmark environmental
- ▼ Local authorities
 - ☒ Official Local Authority Search
 - ☐ Local Authority Highways Search
 - ☐ Personal Local Authority
- ▼ Mining
- ▼ Miscellaneous
- ▼ Transport
- ▼ Utilities

Local Authority: Bradford (estimated turnaround 6 working days)

Search Alerts

Coal Alert [Collapse](#)

Coal Search (£38.40) [Add to selection](#)

Flood Alert

GroundSure Flood (£24.00) [Add to selection](#)

Landmark Flood (£24.00) [Add to selection](#)

Product Selection Area

<input checked="" type="checkbox"/> Drainage & Water	£45.36	◀
<input checked="" type="checkbox"/> Official Local Authority Search	£146.00	◀
<input type="checkbox"/> GroundSure Homebuyers	£55.20	
<input checked="" type="checkbox"/> Landmark Envirosearch	£55.20	◀
<input type="checkbox"/> Landmark Homecheck Environmental	£48.00	
<input type="checkbox"/> GroundSure Homescreen	£47.40	
<input checked="" type="checkbox"/> Landmark Flood	£24.00	
<input type="checkbox"/> GroundSure Flood	£24.00	
<input checked="" type="checkbox"/> Coal Search	£38.40	
<input type="checkbox"/> ChanceCheck	£24.00	

Drainage & Water discount: £ -2.40
Bundle 3 discount: £ -12.00
Total Price: £294.56

<< Back **Next >>**

Product Bundles

- Bundle 1 - saves £6.00**
Drainage & Water +
Official Local Authority Search
- Bundle 2 - saves £12.00**
Drainage & Water +
Official Local Authority Search +
Groundsure Homebuyers
- Bundle 3 - saves £12.00**
Drainage & Water +
Official Local Authority Search +
Landmark Envirosearch
- Bundle 4 - saves £12.00**
Drainage & Water +
Official Local Authority Search +
Landmark Homecheck
- Bundle 5 - saves £12.00**
Drainage & Water +

10. The Order Summary page allows you to see what you have ordered for the property.

If you have any roads that need to be included in the local search please add them to the Box C space.

If you would like your searches returning to you as hard copies then please select that option on this page. Please note that by requesting this there is a £6 inc vat postage and packing fee.

Once everything is correct click Add to Cart.

[Home](#)
[About Us](#)

[Customer Promise](#)
[Society Promise](#)

[Our Products](#)

[Residential](#)
[Commercial](#)
[Mapping](#)

[My Searches](#)
[My Completed Searches](#)
[My Invoices](#)
[Change account details](#)
[Invite User](#)
[Prices](#)
[CPD Training](#)
[Testimonials](#)
[Latest News](#)
[Useful Info](#)
[Contact Us](#)
[LOGOUT](#)

Order Summary

Your reference : lcvhjvl

Residential Search Products

14, Nelson Street, Bradford, West Yorkshire, BD15 7QY
Water Company: Yorkshire Water
Local Authority: Bradford (estimated turnaround 6 working days)

Product details:	
Drainage & Water	£45.36
Official Local Authority Search	£146.00
Landmark Envirosearch	£55.20
Landmark Flood	£24.00
Coal Search	£38.40
Bundle 3 discount	£-12.00
Drainage & Water discount	£-2.40
Total amount (inc VAT)	£294.56

CON29 Box C:
Other roadways, footways and footpaths

Special Comments:

☐ Check this box for paper response on your searches in addition to pdf format,

[<< Back](#)
[Cancel](#)
[Add to Cart >>](#)

11. If you would like to place the order, click Add to Account. If you would like to continue shopping and ordering searches for more properties, please click Continue shopping.

Once you have added all the properties.searches to your account you can then click Add to Account.

Welcome back Cathryn Clayson
There is 1 item in your cart • [view cart](#)

Properties in Cart

14 Nelson Street Drainage & Water Official Local Authority Search Landmark Envirosearch Landmark Flood Coal Search	£294.56	Amend	Remove
--	---------	-----------------------	------------------------

Total cart price
£294.56

[<< Continue Shopping](#)
[Add to Account](#)

You will then receive an email confirmation for the orders you have added to your account.